

ADMINISTRATION TEAM MINUTES

Date: October 17th, 2003
Time: 9:00 am
Place: Tacoma AGC Building

<u>Attending</u>	Cathy Arnold	✓	Paul Gonseth	✓	Cathy Nicholas	✓
	Dave Banke	_____	Mike Hall	✓	Mark Rohde	_____
	Jerry Brais	✓	Ann Hegstrom	_____	Mark Scoccolo	✓
	Jeff Carpenter	✓	Ron Howard	✓	Greg Waugh	✓
	Forrest Dill	✓	Carl Jonasson	_____	Tom Zamzow	✓
	Doug Ficco	_____	Tina Nelson	✓		

Opening

The minutes of the September 12th meeting were approved.

Ron announced that Larry Schofield has accepted a new job within the Highways and Local Programs office and will not be continuing with our team. WSDOT is looking for a replacement. Greg Kolle, from Larry's office, attended today's meeting.

Bill Senta has left the team. AGC has appointed Forrest Dill, from Guy F. Atkinson, to take Bill's place. Forrest attended today.

Meetings were scheduled through June, 2004.

Roundtable

Jeff Carpenter notes that the Admin section at Headquarters is busy reviewing project closeout discussions and agreements.

Jerry Brais advises that King County's job at 277th will stay on Ad for an additional three weeks. A project on 124th in Kirkland is still scheduled to come out soon.

Cathy Arnold says that Northwest Region is concentrating on nickel projects. The big Sound Transit job on I-5 in Federal Way is due out in January. With Brian Nielsen's transfer to UCO and Joe Scanlon's imminent retirement, Cathy is working on filling Project Engineer positions.

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Roundtable (cont)

Paul Gonseth reports that South Central's first nickel job is completed. This is the slope-flattening on the SR 395/I-82 Interchange. Two truck-lane projects on I-90 are underway. The 240 Bridge in the Tri-Cities will likely be delayed a year.

Tina Nelson advises that the Norpoint Way Arterial project should be awarded soon. There has been confusion and false starts over the DBE provisions and goals. The centerpiece Tacoma job at the "D" Street bridge should go next Spring. Estimate is \$25 Million.

Mark Scoccolo says that SCI Infrastructure has new projects including a railroad overcrossing at Holgate Street in Seattle and a Safeway Distribution site preparation job in Auburn. Otherwise, SCI is cleaning up small jobs from the past summer and looking for more work.

Mike Hall described a Goodfellow plat job in Mukilteo. Plenty of difficulty with recent rains and water pollution requirements.

Greg Waugh mentioned the Design-Build job in LaGrande, Oregon. To meet a serious deadline, Kuney has been concentrating workforce and attention and will complete the phase on time. The cost was exhausted staff and near burnout reactions. Elsewhere, the Lewis & Clark bridge in Longview is re-started after changes for serious design issues and the Portland bridge is coming along. There has been much controversy over the new color of the bridge. Kuney is bidding in the Portland area.

Tom Zamzow says Wilder is trying to pave out several jobs before winter. In Bellingham, the freeway job is getting close. Tom described the contractor reaction to lane rental provisions. He is seeing efforts to innovate and reduce the number of lane closures. There has also been increased attention to subcontractors to get their work done during other closures. As a result, the contractor has saved the expenditure of a number of lane rental days and the public has seen a corresponding reduction in closures. The Ferndale bridge is underway, trying to prepare for high water. There has been a breach of a dike that has caused disruption. On another project in Tacoma, the company is doing some dredging in the Thea Foss waterway. They have a job in Renton, doing environmental and site work for PACCAR and are mobilizing to start the Spokane Street rehabilitation project in Seattle. Finally, Tom described a private project in Union to relocate SR 106 at the Alderbrook Inn. This is a privately-financed job on a State highway.

Cathy Nicholas described a continuing resolution that President Bush has signed that will keep FHWA in business for six months. The complete renewal of the ISTEA package will be business for the next Congress. Cathy mentioned a website with Specifications from all 50 states and with search capabilities (<http://fhwapap04.fhwa.dot.gov/index.jsp>). Cathy visited the Lewis & Clark bridge job last week and observed a panel replacement.

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Roundtable (cont)

Greg Kolle says that the Local Programs office is reorganizing. Greg is the Bridge Engineer, working with the Bridge Replacement Advisory Committee. He described a number of bridges underway around the state, including a job in Bridgeport, Douglas County, where an existing timber structure is getting a new deck utilizing Fibre-reinforce polymer concrete. This is the first use of FRP in Washington.

Forrest Dill says Atkinson is busy with jobs in Bellevue and the new project on SR 18 in Maple Valley. They are bidding other work in the Region

Ron Howard discussed new provisions coming out for Disadvantaged Business mandatory goals and Disputes Boards. He announced that the 2004 edition of the Standard Specifications will be available for sale the first week of November and will be in use for all jobs advertised after January 5th.

Old Business—Temporary Traffic Control

Ron distributed a list of the current status of the sixteen trial jobs and noted that, while ten of them have achieved physical completion, only one has been closed out. We need accepted projects before we can start the survey process of asking contractors and inspectors how the job worked out.

Old Business—Excellence Awards

Ron advised that the deadline for nominations for this year's awards is October 28th. As of today, the Construction Office has received one nomination. A listing of approximately 160 projects completed during the eligibility period, is attached to the distribution of these minutes.

Old Business—Insurance

Ron distributed the draft spec and opened discussion. Mike Hall made a proposal (contributed by his insurance agent) that the \$3 Million CGL portion could be made up of a combination of primary, umbrella, and extra liability coverage. It was felt that the spec as written would require a single policy and that this might not be available to some smaller companies. The team agreed to the change. Tina Nelson asked for a bit of redundancy in the closing payment statement to reemphasize that the deductibles are included as the contractor's responsibility and are covered as

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Old Business—Insurance (cont)

incidental to other contract items. The team agreed to that language as well. The team then agreed to the entire insurance package. Ron will develop the final spec and arrange for final review by WSDOT approvers and implementation.

Old Business—Schedules

The team concluded the meeting with a roundtable discussion of schedules, time for completion and other time-related issues. Points covered and made were:

- Standard provisions are often revised by Region specials, creating confusion and inconsistency.
- There is a difference of opinion in WSDOT about the use of calendar dates in contracts
- Calendar date starts are okay, calendar windows are okay, calendar completions are not
- There is wide inconsistency in the use of non-working days, unworkable days and working day charges in the face of unusual situations such as Friday restrictions, night work, weekend work, seven-day weeks, 4-10's, event restrictions and traffic restrictions.
- State jobs are supposed to be set up and calculated by working days conforming to 1-08.5.
- Many designers need training on construction scheduling. Once a schedule is produced in design, it should be shared with the contractor.
- The owner needs a good schedule to coordinate services, other agencies, utilities, etc.
- The content of State schedules may vary from simple bar charts to complex networks, depending on the nature of the job.
- Contractors are using schedules to match calendar restrictions and to level resources. This information is different from the contract schedule requirements and the State's typical needs for a schedule. Simply giving the State a copy of whatever planning tool is used will not necessarily work.
- An acceptable schedule to the State would be one that shows all the activities in the project, their beginning, ending points in a logical network, reasonable durations for each activity, and compliance with restrictions in the contract.
- Calendar windows, such as fish restrictions, are often extended. When the Contractor is pursuing this, it needs to be shared with the State, who ultimately holds the permit. When a job has been delayed, the State may get into the business of seeking extensions.

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Old Business—Schedules (cont)

- When innovative specs, such as lane rental or A+B, are included, there must be accompanying provisions that determine how those time values will be measured and adjusted.
- When a designer wants to use a 7-day week with the Contractor responsible for weather, the job must be weather-proofed in design (gravel instead of dirt, etc.)
- Maybe the designer should consider the likely occurrence of workable days in developing the design schedule.
- The float in a job is owned by whomever gets it first. If the contractor wants to schedule an early completion, this could use up the float. In this case, the existing provisions do not modify the completion to match the optimistic schedule and the result is that the contractor can just finish his accelerated schedule late with no penalty.
- A big question in schedule spec-writing is the issue of “Planning Tool versus Claim Defense.” This needs to be addressed somehow before an effective spec can be written.
- Recent trends toward specifying software indicate an attitude toward schedules that may not match the owner’s risk philosophy.

Future Meetings

November 14th, 2003 @ Tacoma AGC (9:00 am)
January 16th, 2004 @ Tacoma AGC (9:00 am in the Boardroom)
February 13th, 2004 @ Tacoma AGC (9:00 am in the Boardroom)
March 12th, 2004 @ Tacoma AGC (9:00 am)
April 16th, 2004 @ Tacoma AGC (9:00 am)
May 14th, 2004 @ Tacoma AGC (9:00 am in the Boardroom)
June 11th, 2004 @ Tacoma AGC (9:00 am)
January 16th, 2004 @ Tacoma AGC (9:00 am in the Boardroom)

Assignment List

<u>Who</u>	<u>What</u>	<u>By When</u>
Ron	Insurance Spec Final Form & Submit for Approval	Nov. 14 th

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Team's "Round Tuit" List

1. Traffic Control Provisions
2. Insurance
3. Progress Schedules
 - Short-term Scheduling
 - Section 1-08.8, p5.c—Extensions for Quantity Overruns?
4. Disputes Review Boards
5. Tort Claims Liability/Accident Reports
6. Bid Item for On-site Overhead
7. Joint Training—Documentation
8. Payroll, Wage Administration procedures
9. Materials on Hand provisions
10. Web-Based Construction Management